

# SECTION I. SURVEY RESULTS FOR THE 33 RETIREMENT BOARDS WITH 48-500 ACTIVE MEMBERS

**Administer the retirement system by ensuring compliance with Chapter 32 of the M.G.L.:**

- 32 personally perform
- 1 personally perform & supervise

**Prepare and maintain all accounting records and reports:**

- 31 personally perform
- 2 supervise

**Prepare monthly payrolls for pensioners and staff:**

- 29 personally perform
- 2 supervise
- 2 personally perform & supervise

**Estimate and calculate pensions:**

- 32 personally perform
- 1 personally perform & supervise

**Counsel pensioners in retirement planning:**

- 32 personally perform
- 1 personally perform & supervise

**Serve as recording secretary for all retirement board meetings:**

- 28 personally perform
- 4 supervise
- 1 personally perform & supervise

**Make all travel arrangements and assist board members and staff in completing authorization and reimbursement forms:**

- 31 personally perform
- 1 supervise
- 1 personally perform & supervise

**Prepare individual cases for decision by the board:**

- 32 personally perform
- 1 personally perform & supervise

**Analyze pending legislation that may impact the retirement system:**

- 30 personally perform
- 2 supervise
- 1 blank

**Serve as liaison with PERAC and CRAB:**

- 33 personally perform

**Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations:**

- 32 personally perform
- 1 blank

**Write reports, business correspondence, and procedure manuals:**

- 32 personally perform
- 1 supervise

**Administer competitive bidding process for goods and services:**

- 26 personally perform
- 3 supervise
- 4 blank

**Coordinate periodic meetings with investment managers to review portfolio:**

- 31 personally perform
- 2 blank

**Use word processing, spreadsheet and data base software applications in a Windows-based environment:**

- 29 personally perform
- 1 supervise
- 2 personally perform & supervise
- 1 blank

**Use software applications designed for retirement systems:**

- 31 personally perform
- 2 personally perform & supervise

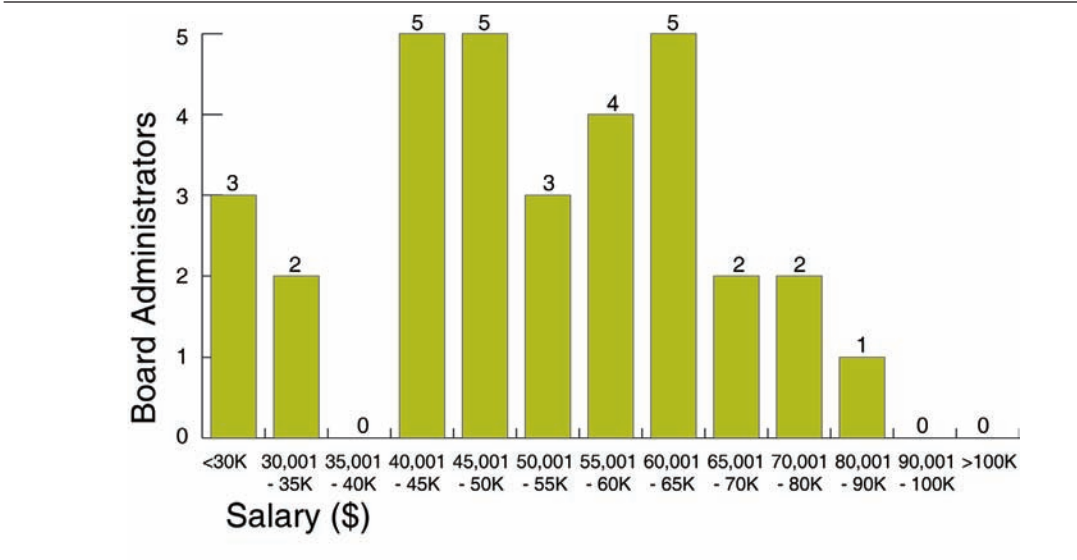
**Ensure that software upgrades are implemented on a timely basis:**

- 29 personally perform
- 2 personally perform & supervise
- 2 blank

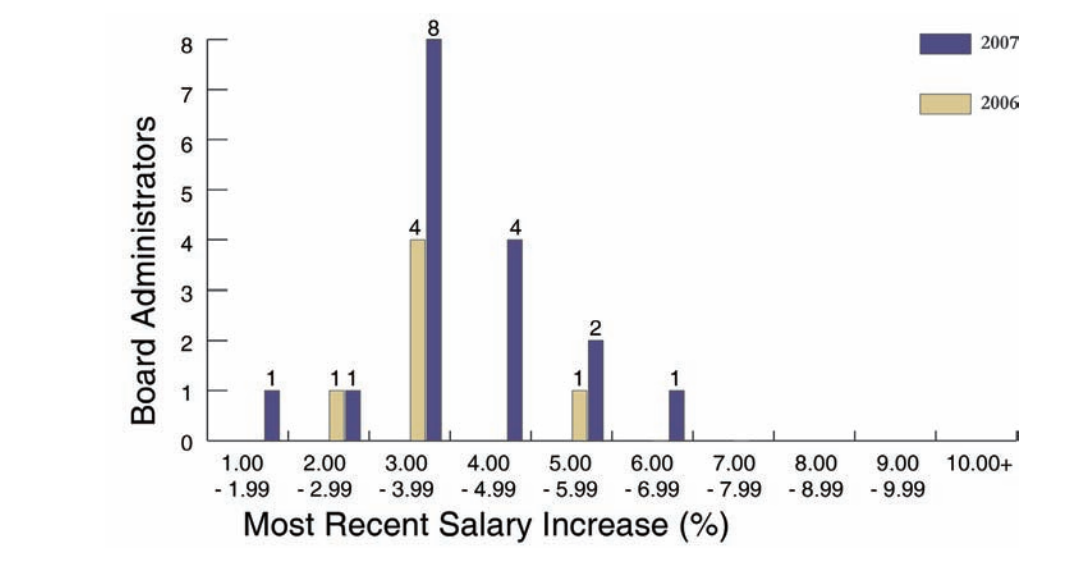
*Chief  
Retirement  
Administrator  
Job Profile*

**SECTION I. SURVEY RESULTS FOR THE 33 RETIREMENT  
BOARDS WITH 48-500 ACTIVE MEMBERS (CONT.)**

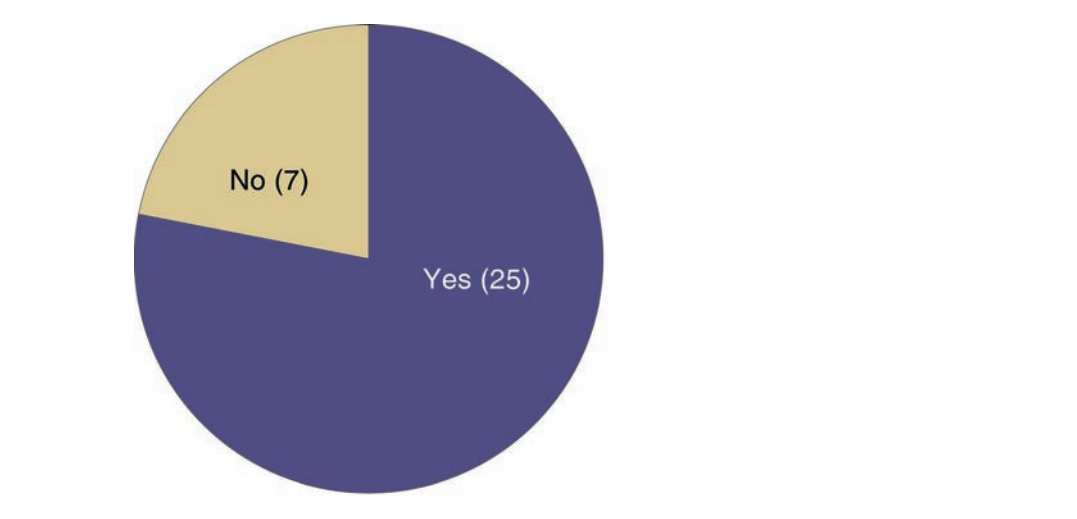
*Salary*  
(32 responses)



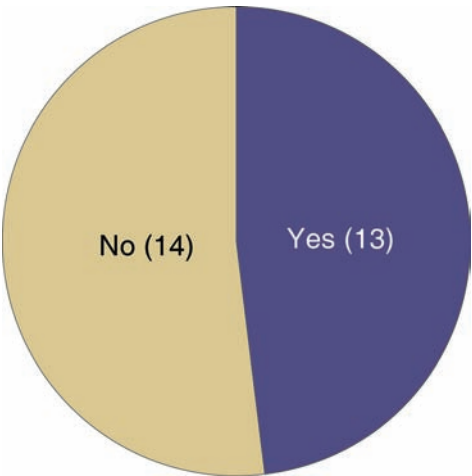
*Most Recent  
Salary Increase*  
(23 responses)



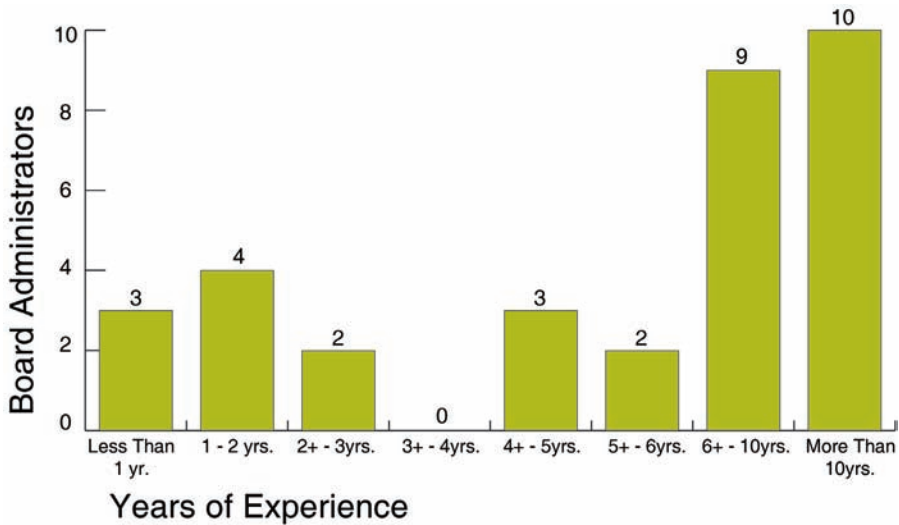
*Annual  
Performance  
Evaluation*  
(32 responses)



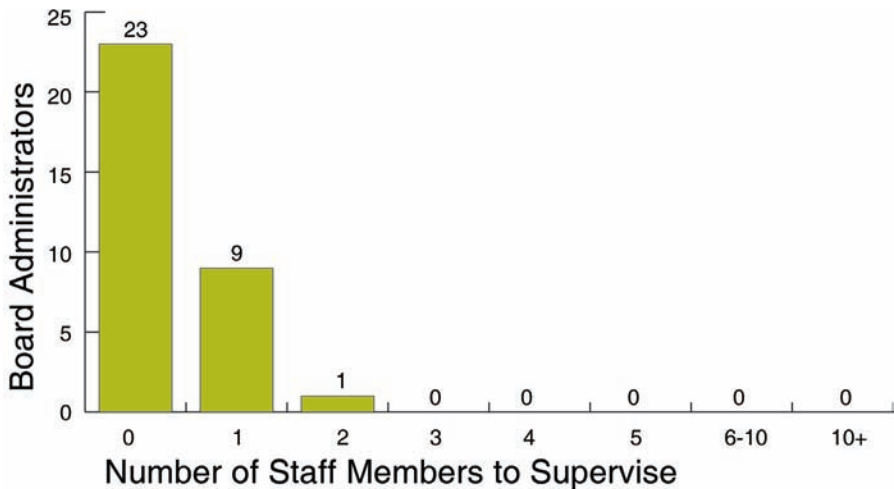
**SECTION I. SURVEY RESULTS FOR THE 33 RETIREMENT  
BOARDS WITH 48-500 ACTIVE MEMBERS (CONT.)**



*Written  
Performance  
Evaluation*  
(27 responses)



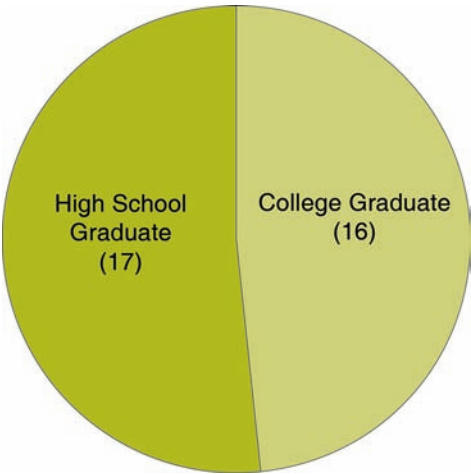
*Years of  
Experience*  
(33 responses)



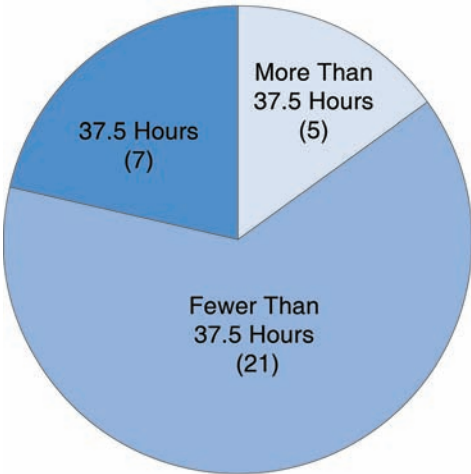
*Staff  
Members  
to Supervise*  
(33 responses)

**SECTION I. SURVEY RESULTS FOR THE 33 RETIREMENT  
BOARDS WITH 48-500 ACTIVE MEMBERS (CONT.)**

*Level of  
Education*  
(33 responses)



*Hourly  
Work Week*  
(33 responses)



*Weeks of  
Vacation*  
(32 responses)

